

## INDIAN AFFAIRS MANUAL

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**4.1 General Delegations.** Certain authorities delegated to the Commissioner of Indian Affairs by the Assistant Secretary - Indian Affairs in 230 DM 1 are delegated to the Regional Directors:

- A. Attendance at Professional Meetings, 205 DM 2(1)(A).
- B. Archeological and Paleontological Permits, 205 DM 3.
- C. Administrative Services:
  - (1) Advertising, 205 DM 5.1;
  - (2) Telephone Service in Private Residences, 205 DM 5.2;
  - (3) Long Distance Telephone Calls, 205 DM 5.4;
  - (4) Leases, 205 DM 5.5; and
  - (5) Economy Act, 205 DM 5.6
- D. Budget and Financial Administration:
  - (1) Certification of Time and Attendance Reports, 205 DM 6.2;
  - (2) Collection of Erroneous Payments Made to Employees, 205 DM 6.4;
  - (3) Designation of Certifying Officers; and
  - (4) Designation of Collection Officers.
- E. Personnel Management, 205 DM 8.
- F. Personal Property Management, 205 DM 9.
- G. Real Property Management, 205 DM 10.
- H. Procurement and Contracting, 205 DM 11.
- I. Land Management, 205 DM 14.
- J. Travel and Transportation, 205 DM 15.2, 15.3, 15.4, and 15.5.
- K. Disaster Assistance, 295 DM 1.
- L. Fire Protection and Assistance, 296 DM 1.
- M. Oil Spills and Hazardous Substance Releases, 296 DM 2.

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**4.2 Limitations on General Delegations.** Personnel Management authority is subject to the following limits:

A. Employee Awards:

Type of Award	Amount of Award
Time Off Award	Minimum - 1 hour. Maximum: No limit other than imposed by organizational mission and workload.
Monetary Award	Not to exceed \$3,500.
Monetary Award - Team	Not to exceed \$5,000

B. Appointment or transfers of superintendents.

**4.3 Redelegation of General Authorities.**

A. Directors may not delegate the following authorities:

- (1) Economy Act;
- (2) Leasing authority granted by the General Services Administration;
- (3) Designation of certifying officers;
- (4) Collection of erroneous payments made to employees;
- (5) Approval to carry over of annual leave in excess of 240 hours a year due to operational requirements which precluded employees from using scheduled leave;
- (6) Approval of Quality Step Increases;
- (7) Approval of monetary awards to teams;
- (8) Acquisition and use of new or additional units to be used as government furnished quarters, and determinations of required occupancy in government furnished quarters;
- (9) Relocation allowances;
- (10) Authorization and approval of actual subsistence expenses;
- (11) Authorization and approval of rooms used for other than lodging; and
- (12) Authorization and approval of additional travel expenses incurred by an employee with a disability.

B. Directors may delegate the following authorities only to Superintendents, heads of field offices, and second level supervisors within the Regional office:

- (1) Attendance at Professional Meetings;
- (2) Approval of Time Off Awards;
- (3) Approval of Monetary Awards up to \$2500;
- (4) Selection of a qualified applicant to fill a vacant position;

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(5) Authority to sign and issue notices to employees of the following:

- (a) proposed adverse actions, and decisions on adverse actions, including non-disciplinary demotions and separations;
- (b) proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
- (c) terminations during probationary or trial periods.

C. The procurement authority --

- (1) for micro purchases may be delegated through warranted officers to any employee.
- (2) for purchases in excess of \$2500 may be delegated only to employees who meet the requirements of the Contracting Officers' Warrant System.

D. All other authorities may be delegated to first level supervisors.

**4.4 Delegation of Program Authorities.** Subject to the limitations contained in 200 DM 1, 209 DM 8, 230 DM 1, and this Part of the Indian Affairs Manual, Directors may exercise the program authority of the Commissioner of Indian Affairs necessary to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations.

### **4.5 Limitations on the Delegation of Program Authorities.**

A. Findings of No Significant Impact that are based upon environmental assessments and that are related to proposed land acquisitions for gaming operations, proposed leases of land for gaming operations, or two-part determinations under Section 20 of the Indian Gaming Regulatory Act, may be made only with the prior concurrence of the Director, Office of Indian Gaming Management.

B. This delegation does not include the authority contained in the Indian Reorganization Act to restore ceded surplus lands to tribal ownership (25 U.S.C. § 463) or to proclaim new Indian reservations (25 U.S.C. § 467).

C. This delegation does not include authority to approve plans or changes in plans for the use or distribution of Judgment Funds.

D. This delegation does not include authority to approve tribal revenue allocation plans relating to the distribution of net revenues from gaming activities under the Indian Gaming Regulatory Act (25 U.S.C. § 2710(b)(3)).

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**4.6 Redelegation of Program Authorities.** Authority to award contracts and grants pursuant to the Indian Self-Determination Act may be delegated only to warranted contracting officers or to those employees who have completed a training program prescribed by the Director, Office of Tribal Services.